

**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION
GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9100
FAX: 327-5674



April 7, 2006

TO: PROJECT DIRECTORS
Special Victim Assistance Program

RE: Request for Application (RFA) FY 2006/07

The Governor's Office of Emergency Services (OES), Law Enforcement and Victim Services Division, is pleased to announce the release of the Special Victim Assistance (SV) Program Request for Application (RFA) for Fiscal Year (FY) 2006/07. Enclosed are instructions and forms for completing the SV RFA.

There is approximately \$770,000 available for this program in FY 2006/07. Funding is contingent upon satisfactory project performance, passage of California's FY 2006/07 State budget, and availability of federal Victim of Crime Act (VOCA) funds.

The RFA is being issued early with the goal of placing the grant award into agreement by the start date or upon the signing of the State budget. To achieve this goal, it is necessary to estimate the grant award amounts based on the FY 2005/06 amounts. Should the federal funds allocated for the FY 2006/07 be different, you will be notified and the grant award amount will need to be modified. New changes for FY 2006/07 are:

- Victim's of Crime Act (VOCA) Funds – VOCA funded projects **must** utilize volunteers to assist in the provision of direct services to the identified special victim population (page 9).
- Operational Agreements (OA's) – Projects must formalize an operational agreement with appropriate local agencies in the county. This agreement must demonstrate a formal system of networking and coordination among the agencies with special working relationships involving crisis intervention, emergency services, resource and referral assistance, and direct counseling. A formal signed OA must be maintained on file; however, projects are **not required to submit the OA's with this application** (page 12).
- Grant Award Face Sheet and Project Summary – These documents has been **revised**.

The SV Victim Assistance Program's RFA is attached to this e-mail and will be posted on the OES website in the near future at: www.oes.ca.gov, **OES Divisions and Regions**, Law Enforcement and Victim Services Division, RFA Funding Information.

To receive continuation funding, applicants must complete and return the enclosed application package to OES by the deadline listed on page 1. Instructions for mailing or hand delivering the application are included in the RFA. Should you have any questions, please contact Ed Giacomelli at (916) 324-9205 or via email at edward.giacomelli@oes.ca.gov

Sincerely,

MARIAELENA RUBICK, Chief
Victim Services Branch

Enclosure

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**



April 2006

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

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**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and can be accessed at the website www.oes.ca.gov by selecting "Plans and Publications, *Recipient Handbook*".

B. CONTACT INFORMATION

Ed Giacomelli

Tel: (916) 324-9205

Fax: (916) 324-8554

Edward.Giacomelli@oes.ca.gov

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the above contact person by telephone, fax or e-mail.

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular or overnight mail, **postmarked by Wednesday, May 17, 2006**, to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: SV-RFA, Victim/Witness Section

2. Hand delivered by **5:00 pm on Wednesday, May 17, 2006** to:

Governor's Office of Emergency Services
Law Enforcement and Victim Services Division
3650 Schriever Avenue
Mather, CA 95655
Attn: SV-RFA, Victim/Witness Section

D. ELIGIBILITY

To receive funding under this program, applicants must be a non-profit or a Native American/tribal organization currently operational and receiving OES grant funding for the Special Victim Assistance Program.

E. FUNDS

Funding provided by this application is for a twelve (12) month period. The grant period will begin October 1, 2006 and end September 30, 2007. Continuation funding beyond September 30, 2007 may be contingent upon OES issuing a competitive application.

The funding level for this seventh year is \$110,000. Grant funds allocated are derived from the Victims of Crime Act (VOCA) federal funds. A 20% match, based on the Total Project Cost, is required. The match may be met through cash or in-kind services. Funds designated as match are restricted to the same use as VOCA funds. All match specified in the budget will become part of the grant award. The budget pages must clearly reflect those items that are meeting the VOCA match requirement.

Federal monies must not be used to meet the VOCA match requirement for this grant.

F. PROGRAM INFORMATION

The Special Victim Assistance (SV) Program provides assistance to non-profit organizations to provide direct services and outreach to special crime victims. Special crime victims are defined as individuals who have been victimized by a specific violent crime and are presently underserved (e.g. family members of homicide, the elderly, or drunken driving victims and their families).

The primary purpose of the VOCA special victim assistance grant program is to provide direct assistance to innocent victims of violent crime; to assist victims of crime as soon as possible after the crime occurs in order to reduce the severity of the psychological consequences of the victimization; to improve the victim's willingness to cooperate with the criminal justice process; and to restore the victim's faith in the criminal justice system. VOCA funds are intended to fund only activities associated with providing direct services to crime victims. Services to witnesses, other than the crime victim or a secondary victim, are prohibited.

The following is a listing of services and activities that are allowable for support for the SV Program with VOCA victim assistance grant funds within a grantee's organization:

- i. Services which immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as crisis intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance such as filing restraining orders; and other emergency services that are intended to restore the victim's sense of dignity, and self-esteem.
- ii. Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives after a victimization such as counseling, group treatment, and therapy. "Therapy" refers to intensive professional psychological and/or psychiatric treatment for individuals, couples and family members to provide emotional support in crises arising from the

occurrence of crime. This includes the evaluation of mental health needs, as well as the actual delivery of psychotherapy.

- iii. Services that are directed to the needs of the victims who cooperate in the criminal justice system. These services may include advocacy on behalf of crime victims; accompaniment to criminal justice offices and court; transportation to court; child care to enable a victim to attend court; notification of victims regarding trial dates, case disposition information, and parole consideration procedures; and restitution advocacy and assistance with victim impact statements.
- iv. Additional activities that are necessary and essential to providing direct services such as transportation costs for victims to receive services, emergency transportation costs that enable a victim to participate in the criminal justice system, and local travel expenses for direct service providers.
- v. Services which assist crime victims with managing practical problems created by the victimization such as acting on behalf of the victim with other service providers, creditors, or employers; assisting the victim in recovery of property retained as evidence; assisting in filing for compensation benefits; and helping to apply for public assistance.
- vi. Supervision of direct service providers. VOCA funds may be used for supervision of direct service providers if such supervision is necessary and essential to providing direct services to crime victims. For example, a coordinator of volunteers or interns is a cost-effective way of serving more crime victims.

G. SERVICE STANDARDS

Mandatory Services

The following services are primary to the maintenance of a comprehensive project and respond to the basic rights and needs of victims. Each component is defined below with a description of the basic service.

1. Crisis Intervention

Intervention is any in-person or telephone contact with a client who, at any time, has been negatively affected or is in emotional crisis as a result of a crime or potential crime. After victimization, when the client is in need of crisis counseling the center shall provide the necessary intervention services and arrange for the provision of needed services by local service agencies, as frequently as needed.

2. Emergency Assistance

Emergency assistance is any immediate financial intervention in response to a client's basic material needs, within the first 24 hours after in-person or telephone contact is made with the victim/witness.

At the initial or subsequent contact and assessment of a client's material needs, projects must provide and/or arrange emergency assistance and appropriate local agency services if needed. Assistance provided directly by the projects is subject to availability of resources.

3. Resource and Referral Assistance

Resource and referral assistance is a non-emergency referral, based on the client's request or advocates assessment, to individual(s) or agencies that may provide goods or services necessary to the client, but not provided by the project.

Projects are also encouraged to initiate contact with all appropriate local agencies and form local committees to meet regularly in coordinating services to victims.

4. Direct Counseling

Direct counseling refers to any in-person or telephone contact with a client who is not in emotional crisis resulting from a crime, for the purpose of providing guidance or emotional support.

Included would be contact with client for emotional support, empathic listening, check on a client(s) progress, etc. Such direct counseling will be at a level that does not require licensed professionals. Project staff will make referrals to other appropriate resources for client(s) having professional counseling needs

5. Victims of Crime Claims

Projects will inform and assist clients in preparing applications for compensation. The advocate's role does not include determination of eligibility of a client. Advocates should not discourage a client from filing an application. Projects shall inform clients of the right to file an application; however, projects are not required to represent all clients in the compensation process.

The amount of time an advocate spends assisting a client with the application process will be determined by the project on a case-by-case basis as part of the advocate's role as a case manager.

6. Property Return

Upon request from the client, projects must actively assist in obtaining the return of a client's property held as evidence by the criminal justice system. In cases where property cannot be returned, an explanation will be provided to the client or family member.

7. Orientation to the Criminal Justice System

As needed, projects will provide clients with in-person or telephone information on the project's location, procedures and functioning of the local criminal justice system. Projects should have printed information available in languages appropriate to local ethnic or language needs.

8. Court Escort/Court Support

Upon the request of the client or as deemed necessary by the project's staff, provide information on the case and/or support during court appearances or interviews with law enforcement and prosecutors. ***The client must have physical accompaniment for the "Court Escort" service to be counted.*** Clients who are assisted by staff in preparation for court appearances or interviews, but are not accompanied, are being provided "Orientation to the Criminal Justice System," and that service should be counted.

9. Presentations and Training for Criminal Justice Agencies and Victim Service Organizations

Projects must maintain a listing of all agencies in their community and all other agencies and organizations likely to be a referral resource for victims. Projects will conduct informational presentations designed to identify and refer victim to services.

10. Public Presentations and Publicity

Projects must promote public awareness of their services that identify and refer crime victims to services, through the use of public media (e.g., newspapers, radio, television,) and presentations to victim services organizations and community groups, service organizations and community groups, service clubs, and schools. Projects are encouraged to participate in media/public awareness related events promoting victim services, including the annual Victims' Rights Week.

11. Case Status/Case Disposition

Upon request from the client, projects will advise client of the progress and disposition of their case as it progresses through the criminal justice system.

12. Notification of Family/Friends

Upon request, projects must notify a victim's relatives and friends of the occurrence of a crime and the victim's condition as a result of that crime.

13. Employer Notification/Intervention

Upon request from the client, projects will inform an employer(s) that their employee was a victim/witness to a crime, and/or notify the employer(s) as to the condition of the client as a result of the crime. Upon request from the client, encourage the employer(s) to minimize any loss of pay or other benefits, where the occurrence of the crime has caused, or will cause an employee to lose time from work as a result of participation in the criminal justice system.

Optional Services

The following services are not required, but may be provided by the project if time and resources are available:

1. Employer Intervention

Any other intervention with the client's employer not provided in the Mandatory Services.

2. Creditor Intervention

Intercede on behalf of clients requesting assistance in informing creditors of their temporary inability to meet current financial obligations due to the aftermath of the crime.

3. Child Care Assistance

The center may assist with arranging for temporary childcare while a client is appearing in court, meeting with prosecution or law enforcement officials or otherwise taking part in criminal justice proceedings. The advocate shall not provide direct childcare.

4. **Witness Notification**

This service pertains to notification of cancellations or changes in scheduled court appearances for witnesses in project related cases. **NOTE: Services to witnesses other than the crime victim or a secondary victim is prohibited by VOCA.**

5. **Funeral Arrangements**

Upon request from the client, assist family members of deceased victim/witness with funeral/burial arrangements.

6. **Witness Protection**

Arrange for law enforcement protection or relocation to a new residence when a witness' safety is threatened. **NOTE: Services to witnesses other than the crime victim or a secondary victim is prohibited by VOCA.**

7. **Temporary Restraining Order (TRO) Assistance**

Assist client in obtaining temporary restraining orders.

8. **Transportation Assistance**

Assist with arranging or providing transportation for victims and witnesses. **NOTE: Services to witnesses other than the crime victim or a secondary victim is prohibited by VOCA.**

9. **Court Waiting Area**

Provide a waiting area for victims and witnesses during court proceedings separate from defendants, defendant's families, and/or friends of defendants. **NOTE: Services to witnesses other than the crime victim or a secondary victim is prohibited by OCVA.**

H. ADA COMPLIANCE

Applicants must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12101, et seq, and Title 28 of the Code of Federal Regulations, part 35. The applicant shall operate so that each service is accessible to and useable by individuals with disabilities.

Applicants may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites, alteration of existing facilities and construction of new facilities, use of accessible rolling stock or other conveyances, or any other methods that result in making its services, programs, or activities readily accessible to and useable by individuals with disabilities.

Applicants must ensure that communication with individuals with disabilities is as effective as communication with others without disabilities. This includes the use of telecommunications systems for communications by telephone. Applicants must also ensure that individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e. brochures, applications, consents, videos, etc.)

Applicants must ensure that all aspects of employment comply with ADA, including the application process (recruitment, hiring) and employment tasks.

I. PREPARING AN APPLICATION

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following components are required for a complete application:

- Application Cover Sheet;
- Grant Award Face Sheet (OES A301);
- Project Contact Information;
- Certification of Assurance of Compliance;
- Project Narrative;
- Budget Narrative and Project Budget (OES A303a-c); and
- Application Appendix.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

The applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms.

Application must be typed with characters no smaller than standard 12-pitch font. **The applicant must double-space all narrative sections of the application.**

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind application.**

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement (maximum 1 page)

The performance history/problem statement section is a narrative that explains the development of your program and how it has evolved. Describe the resources you have and any growth in services. Explain what is missing today in terms of services and resources. Look at this as a report of your past performance. Describe what is still needed and why. Address the unique problems in your county.

2. Plan and Implementation

Discuss your plan for providing services outside the office environment. This may include outreach, direct services to crime victims, and/or training volunteers to provide direct services.

Give a description of working relationships with other agencies and the content of operational agreements. Include an organizational chart with all positions funded by the project, including supervisors as appropriate.

Describe the activities you will take to establish and maintain the following required service components.

Immediate Response

Services which immediately respond to the urgent emotional and/or physical needs of crime victims. These services include crisis intervention counseling; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter (the project may budget up to 5 percent of the total project cost for victim related emergencies in accordance with the Recipient Handbook (RH)); emergency legal assistance such as filing restraining orders; and other emergency services that are intended to restore the victims sense of dignity, self-esteem, and coping mechanisms.

Dynamics of Victimization

Services and activities that assist the primary and secondary victims of crime in understanding the dynamics of victimization and in stabilizing their lives include follow-up counseling, group treatment/support, and therapy.

Criminal Justice System Support

Services directed to the needs of the victim within the criminal justice system. These services include criminal justice advocacy, accompaniment to law enforcement offices, transportation to court, translation services, and child care while in court, trial notification and case disposition information, restitution advocacy, assistance with victim impact statements, and parole notification.

Information and Referral Services

Services which assist crime victims with managing practical problems created by the victimization. These information and referral services include assisting in the return of property being retained as evidence; assisting in filing for compensation benefits and various types of financial assistance.

Outreach Services

Program outreach services that pertain to the printing and distribution of brochures and similar announcements describing the direct services available and how they may be obtained. It may also include similar public notification efforts intended to recruit volunteers. This service component does not include lobbying efforts or the printing and distribution of literature designed to affect public opinion concerning legal or political issues. According to federal requirements, projects are specifically forbidden to lobby or provide financial assistance for these activities.

Volunteers

VOCA funded projects must utilize volunteers to assist in the provision of direct services to the identified special victim population. A description of how volunteers will be utilized must be provided. Discuss how your agency fulfills the mandatory requirement of VOCA to recruit and use volunteers, including how their time is documented. Applicants must use volunteers unless there is a compelling reason to waive this requirement.

Training

Services that pertain to the training for those persons (salaried or volunteer staff), who provide direct services to crime victims. This service must be restricted to training programs that improve the skills of service providers in directly meeting the needs of special crime victims. It does not include in-service training to other agencies providing services to special crime victims. The service may include reasonable and necessary travel within the State for staff participation in appropriate training programs.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include only those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a line item budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* at www.oes.ca.gov. The applicant can select "Plans and Publications, *Recipient Handbook*" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1; subsection B of this RFA if you have additional budget questions.

1. Budget Narrative (maximum 1 page)

The applicant is required to submit a narrative with the project budget. The narrative must be typed and placed in the application in front of the budget pages. In the narrative describe:

- How the applicant's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including any qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and any unusual expenditure.
- Mid-year salary range adjustments.

2. Specific Budget Categories

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits;
- Operating Expenses; and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (OES A303a):

1) Salaries

Personal services include all services performed by staff that are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding (MOU), contract, or operational agreement (OA), which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

b. Operating Expenses (OES A303b):

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses

must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category.**

c. Equipment (OES A303c):

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides OES with additional information from the applicant to support components of the application. The following must be included:

- **Operational Agreement Summary Form** (Part III) must be completed and included in the Application Appendix. Maintain actual Operational Agreements (OA's) on file at the project (available to OES program staff upon request), but **do not submit** with this Application. List those agencies, organizations, and individuals with whom the project must have OAs for FY 2006/07 and the years covered by those agreements (one, two or three years). A new OA need not be obtained if the current one covers FY 2006/07. When this is not the case, a new OA for FY 2006/07 (at a minimum) must be obtained. OAs must be **on file at the project** by the project start date.

OAs must be dated and contain original signatures, titles, and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the applicant. At a minimum, each Special Emphasis Victim Assistance program should have operational agreements with local Domestic Violence Centers, Rape Crisis Centers and agencies that provide services for child crime victims. The OA should include each agency's roles and responsibilities and the services/resources they will be providing. Those submitted with the application **must be effective for the proposed grant year**. For the purpose of this RFA, the terms OA and Memorandum of Understanding (MOU) are synonymous.

- Project Summary Form;
- Project Service Area Information;
- Additional Signature Authorization, if applicable;
- Computers and Automated Systems Purchase Justification Guidelines, if applicable;
- Emergency Fund Procedures, if applicable;
- Noncompetitive Bid Justification – Contracts for Services Checklist, if applicable; and
- Noncompetitive Bid Justification – Contracts for Goods Checklist, if applicable.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**SPECIAL VICTIM ASSISTANCE PROGRAM
REQUEST FOR APPLICATION**

PART III – FORMS

CHECKLIST AND REQUIRED SEQUENCE

This checklist is provided to ensure that a complete application is submitted to OES.

- ☐ APPLICATION COVER SHEET
- ☐ GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- ☐ PROJECT CONTACT INFORMATION
- ☐ CERTIFICATE OF ASSURANCE OF COMPLIANCE
- ☐ PROJECT NARRATIVE
 - Problem Statement
 - Plan and Implementation
- ☐ PROJECT BUDGET
 - Budget Narrative
 - Budget Forms – OES A303a, A303b, A303c
- ☐ APPLICATION APPENDIX
 - Operational Agreement Summary Form;
 - Project Summary Form;
 - Project Service Area Information;
 - Additional Signature Authorization;
 - Computers and Automated Systems Purchase Justification Guidelines;
 - Emergency Fund Procedures;
 - Noncompetitive Bid Request – Contracts for Services Checklist; and
 - Noncompetitive Bid Request – Contracts for Goods Checklist.



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GOVERNOR'S OFFICE OF EMERGENCY SERVICES**

3650 SCHRIEVER AVENUE

MATHER, CA 95655

(916) 324-9100

FAX: 327-5674



APPLICATION COVER SHEET

RFA PROCESS

SPECIAL VICTIM ASSISTANCE PROGRAM

Deliver to Victim/Witness Section

Submitted by:

(Place name, address, and phone number of the applicant here.)

GRANT AWARD FACE SHEET INSTRUCTIONS

1. Grant Recipient

Enter the complete name of the unit of government or community based organization applying for funding (e.g. County of Alameda, City of Fresno or Women's Place of Merced) also referred to as the "recipient".

2. Implementing Agency

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g. Sheriff, Police Department).

3. Project Title

Enter the complete title of the project. Do not use acronyms.

4. Grant Period

Enter beginning and ending dates of grant cycle.

5A - 10G. Fund Allocations and Total Project Cost

For each fund source used in the program, enter the amount of state or federal funds requested, the amount of cash *and/or* in-kind match contributed and the resulting totals. Block 10G should correspond to the total project cost specified in the budget.

11. Certification Paragraph

Please review the Certification Paragraph.

12. Official Authorized to Sign for the Applicant/Grant Recipient

Enter the signature, name, title, address, telephone number, and e-mail address of the official authorized to enter into the Grant Award Agreement for the city/county or Community-Based Organization, as stated in block 11 of the Grant Award Face Sheet (OES A301). **Provide an original signature of the authorized official in [blue ink](#).**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

GRANT AWARD FACE SHEET (OES A301)

[FOR OES USE ONLY]	OES ID: _____
	Award No: _____

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following

1. Grant Recipient: _____
hereafter designated Recipient, in the amount and for the purpose and duration set forth in this grant award.

2. Implementing Agency: _____

3. Project Title _____ **4. Grant Period** _____ **to** _____

Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
5.							
6.							
7.							
8.							
9.							
10. TOTALS			\$				10G. \$

11. This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: I am vested with authority, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, to enter into this grant award agreement; and all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *Recipient Handbook*, and the OES audit requirements, as stated in the applicable RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in the applicable RFP or RFA, and agrees that the allocation of funds is contingent on the enactment of the State Budget.

12. Official Authorized to Sign for Applicant/Grant Recipient:

Name _____ Title _____

Official's Mailing Address: _____ City: _____ Zip: _____

Street Address (if different): _____ City: _____ Zip: _____

Telephone: _____ (area code) FAX: _____ (area code) Email: _____

Signature _____ Title: _____

OES Program Manager

Date

OES Director (or designee)

Date

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number and e-mail address for the **Project Director** for the project.
2. Provide the name, title, address, telephone number, fax number and e-mail address for the **Financial Officer** for the project.
3. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine programmatic responsibility** for the project.
4. Provide the name, title, address, telephone number, fax number and e-mail address for the **person** having **routine fiscal responsibility** for the project.
5. Provide the name, title, address, telephone number, fax number and e-mail address for the **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (e.g. chief of police, superintendent of schools) for the implementing agency.

PROJECT CONTACT INFORMATION

Applicant _____ Grant Number _____
[FOR OES USE ONLY]

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **If a section does not apply to your project, enter "N/A."** **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: _____ Address: _____
Title: _____ City: _____ Zip: _____
Telephone #: _____ Fax #: _____
(Area Code) (Area code)
E-Mail Address: _____

2. The **Financial Officer** for the project:

Name: _____ Address: _____
Title: _____ City: _____ Zip: _____
Telephone #: _____ Fax #: _____
(Area Code) (Area Code)
E-Mail Address: _____

3. The **person** having **routine programmatic responsibility** for the project:

Name: _____ Address: _____
Title: _____ City: _____ Zip: _____
Telephone #: _____ Fax #: _____
(Area Code) (Area Code)
E-Mail Address: _____

4. The **person** having **routine fiscal responsibility** for the project:

Name: _____ Address: _____
Title: _____ City: _____ Zip: _____
Telephone #: _____ Fax #: _____
(Area Code) (Area Code)
E-Mail Address: _____

5. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name: _____ Address: _____
Title: _____ City: _____ Zip: _____
Telephone #: _____ Fax #: _____
(Area Code) (Area Code)
E-Mail Address: _____

CERTIFICATION OF ASSURANCE OF COMPLIANCE

The applicant must complete a Certification of Assurance of Compliance (OES 656), which includes details regarding Equal Employment Opportunity Program (EEOP), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, and Proof of Authority from City Council/Governing Board. The applicant is required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OES that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization (original signature) from the City Council/Governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, _____ hereby certify that
(official authorized to sign grant award; same person as section 12 on Grant Award Face Sheet)

RECIPIENT: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

is responsible for reviewing the *Recipient Handbook*¹ and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

I. Equal Employment Opportunity – (*Recipient Handbook, Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Affirmative Action Officer: _____

Title: _____

Address: _____

Phone: _____

Email: _____

II. Drug-Free Workplace Act of 1990 – (*Recipient Handbook, Section 2152*)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug-free workplace.

III. California Environmental Quality Act (CEQA) – (*Recipient Handbook, Section 2153*)

¹The *Recipient Handbook* can be obtained from www.oes.ca.gov by selecting “Plans and Publications, *Recipient Handbook*.”

IV. Lobbying – (*Recipient Handbook, Section 2154*)

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency; a Member of Congress; an officer or employee of Congress; or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

V. Debarment and Suspension – (*Recipient Handbook, Section 2155*)
(This applies to federally funded grants only.)

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.

VI. Proof of Authority from City Council/Governing Board

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the recipient may be ineligible for award of any future grants if OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [section 12 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: _____

Authorized Official's Typed Name: _____

Authorized Official's Title: _____

Date Executed: _____

Federal ID Number: _____

Executed in the City/County of: _____

AUTHORIZED BY:

- City/County Financial Officer, or
- City Manager, or
- Governing Board Chair

Signature: _____

Typed Name: _____

Title: _____

PROJECT NARRATIVE

GOES HERE

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFA for details.

PROJECT BUDGET
BUDGET NARRATIVE
GOES HERE

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFA for details.

BUDGET CATEGORY AND LINE ITEM DETAIL A. Personal Services – Salaries/Employee Benefits	VOCA	VOCA MATCH	TOTAL
TOTAL			

OES A303a

BUDGET CATEGORY AND LINE ITEM DETAIL B. Operating Expenses	VOCA	VOCA MATCH	TOTAL
TOTAL			

OES A303b

BUDGET CATEGORY AND LINE ITEM DETAIL	VOCA	VOCA MATCH	TOTAL
C. Equipment			
CATEGORY TOTAL			
PROJECT TOTAL			

OES A303c

APPLICATION APPENDIX

GOES HERE

See Instructions in Part II of this RFA for details.

OPERATIONAL AGREEMENT SUMMARY FORM

(Maximum 3 year Operational Agreements)

[illegible]

PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. Additional pages may not be added. This is a **summary** of the project narrative.

1. **APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
2. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
3. **PROBLEM STATEMENT:** Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
4. **OBJECTIVES:** Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
5. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).

PROJECT SUMMARY	
1. APPLICANT	
Name:	Phone: ()
Address:	Fax #: ()
City:	Zip:
2. PROGRAM DESCRIPTION	
3. PROBLEM STATEMENT	
4. OBJECTIVES	
5. ACTIVITIES	

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS

The applicant may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.**

ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: _____

Applicant: _____

Project Title: _____

Grant Period: _____ to _____

The following persons are authorized to sign for:

Project Director

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Financial Officer

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Signature

Name

Approved By:

Project Director: _____

Date

Financial Officer: _____

Date

COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES

As stated in the *2004 Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

- A. Please answer the following questions. Attach as many pages as necessary to fully answer each question.
 - 1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
 - 1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
 - 2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
 - 3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
 - 4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.
 - 5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OES for additional information regarding SINS requirements.
 - 6. Does the proposed system include intelligence data subject to *28 CFR Part 23* (2003)? Contact California Department of Justice at (916) 263-1182, Western States Information Network regarding these requirements and have them sign the certification of compliance.

EMERGENCY FUND PROCEDURES

RECIPIENT NAME

GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept separate, each with their own accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to _____. In order to be valid, checks must require a counter signature. OES will be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$_____ per individual. Victims are not eligible to draw on the emergency fund for more than _____ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

NONCOMPETITIVE BID REQUEST CONTRACTS FOR SERVICES CHECKLIST

Has the applicant/recipient met the following requirements of the *2004 Recipient Handbook*?

Section 3511

Yes

No

Do conditions exist that require a sole/single-source contract?

☐
☐

Section 3521.1

Is a brief description of the program or project included?

☐
☐

Section 3521.2

Was it necessary to contract noncompetitively?

☐
☐

Did the contractor submit his/her qualifications?

☐
☐

Is the reasonableness of the cost justified?

☐
☐

Were cost comparisons made with differences noted for similar services?

☐
☐

Is a justification provided regarding the need for contract?

☐
☐

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☐
☐

Section 3521.4

Are there time constraints impacting the project?

☐
☐

Were comparisons made to identify the time required for another?
Contractor to reach the same level of competence?

☐
☐

NONCOMPETITIVE BID REQUEST CONTRACTS FOR GOODS CHECKLIST

Has the applicant/recipient met the following requirements of the *2004 Recipient Handbook*?

Section 3510

Yes

No

Do conditions exist that require a sole/single-source contract?

☐
☐

Section 3521.1

Is a brief description of the program or project included?

☐
☐

Section 3521.2

Was it necessary to contract noncompetitively?

☐
☐

Did the contractor submit his/her qualifications?

☐
☐

Is the reasonableness of the cost justified?

☐
☐

Were cost comparisons made with differences noted for similar services?

☐
☐

Is a justification provided regarding the need for contract?

☐
☐

Section 3521.3

Is an explanation provided for the uniqueness of the contract?

☐
☐

Section 3521.4

Are there time constraints impacting the project?

☐
☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?